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ABSTRACT

Two manuals provide guidelines for users of the Utah Publications Depository Program. The first, "Guidelines for State Agencies," is designed to assist agencies in complying with the depository law. The program is designed to collect Utah State Governmental publications and to make them available through libraries. State publications include books and other print materials, as well as audiovisual materials produced by state agencies. Depositing these materials provides citizens with ready access to information published by the state at a minimum cost and effort. The responsibilities of the state agency include designating a contact person for communication between the agency and the State Library Division and standardizing title pages so that publications can be entered into a database. Sample title pages and information on how to deposit are included. Five appendixes list the depository libraries and contact persons, and give other details of the depository system. The second guide, "Manual of Guidelines for Depository Libraries," describes the services and responsibilities of the depository libraries. All depository libraries are expected to loan or provide photocopies of depository materials to other libraries on request. Seven appendixes provide information about the libraries and criteria for their operation, with a copy of the application to become a depository library. (SLD)

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UTAH PUBLICATIONS

DEPOSITORY PROGRAM

A. **Manual of Guidelines for State Agencies**
(Revised January 1992)

B. **Manual of Guidelines for Depository Libraries**
(Revised February 1993)

STATE LIBRARY DIVISION

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

2150 South 300 West, Suite 16

Salt Lake City, Utah 84115

Phone (801) 466-5888

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THANK YOU

The State Library Division is truly grateful for the time and effort the contact persons expend in working with us. The Utah Publications Depository Program could not exist without your support. Please contact us at (801) 466-5888 whenever you have questions about the Program. We would also welcome any suggestions for improving the efficiency of the publications collection process.

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INTRODUCTION

By law (Utah Code 37-5-3, as revised, 1989, Depository Libraries), Utah state agencies and state supported colleges and universities are required to deposit sufficient copies of their publications with the State Library Division to be distributed to the depository libraries in the publications depository program.

This **Manual of Guidelines** is designed to assist agencies in complying with this depository law. It describes the Utah Publications Depository Program and presents guidelines for the deposit of publications with the State Library Division.

The State Library Division requests that each agency designate a **publications contact person** to serve as a liaison with the State Library Division concerning deposit of publications. This **manual** is intended primarily for use by these contact persons, and they are urged to review it carefully. Questions or suggestions should be directed to the State Publications Librarian, State Library Division, (801) 466-5888.

THE UTAH PUBLICATIONS DEPOSITORY PROGRAM

The State Library Division is empowered by Utah Code Title 37, Chapter 5 to establish a depository library system. The Utah Publications Depository Program is designed to systematically collect and make Utah state governmental publications available through libraries, and to promote their use. The program's main goals are to provide the citizens ready access to the information published by their state's government at a minimum of cost and effort, and to assist state agencies by maintaining and indexing a collection of state publications. Sixteen libraries, located in various areas, now have the status of depository library. If the State Library Division receives sufficient copies of a publication from an agency, each depository library receives a copy. These publications are then available to walk in patrons and to loan upon request.

State agencies, state supported colleges and universities participate in this Program by depositing copies of their publications with the State Library Division. The publications are the heart of the Program, and therefore, depositing them with the State Library Division is crucial to the Program's success.

The essential components of the Program are the acquisition of the publications from the agencies, the processing of publications and the preparation of finding aids to make them accessible, the distribution of publications to designated libraries around the state, and the retention of publications in a central collection for use by patrons.

The depository system assists state agencies in two major areas: cost savings and accessibility.

1. **Cost savings:**

a. **Reduced printing costs:** Agencies can limit the number of copies produced with the assurance that copies located at libraries in the depository system make the information widely available. Fewer copies can be printed in the initial production run and reprinting can be scheduled with the assurance that the information is available at easily located sites.

b. **Reduced secretarial time:** By joining the depository system, the agency need not mail individual copies to the depository libraries. The mailing is done at the State Library Division. When requested, the State Library Division will either supply labels, or mail information from a state agency to all the libraries (and branches) within the state. This eliminates the need, for many agencies, to type address or maintain a mailing list of the libraries.

2. **Accessibility:**

a. **State Library Division**

Online cataloging - searching: Most publications are cataloged by Utah State Library Division staff into OCLC, a national database with several retrieval methods -- by author, title, agency which published, or key words. Members of OCLC are able to determine who wrote and published a title, where it is located, and something of the subject covered. Nonmembers of OCLC have access to this information through the State Library Division or another participating library. Access to the publications of other agencies or other states may make it possible to eliminate duplication of research and overlapping of subject information already available.

Circulation - Reference: The State Library Division retains two copies of each publication, one for reference and one for circulation through interlibrary loan. The reference copy is always available to assist any state agency or individual needing immediate access.

Utah Under Cover: Individuals and organizations that do not have access to online systems have available an annual checklist, created and published by Utah State Library Division, of all publications received during a particular fiscal year. This publication, **Utah Under Cover**, is distributed to libraries, agencies, other state libraries and upon request. **Utah Under Cover** provides specific information about these publications.

b. **Library of Congress:** The Library of Congress is sent a publication when sufficient copies are received. A monthly checklist of publications received from all states is issued by the Library of Congress and widely distributed to legislators, states, individuals and institutions.

c. **Depository Libraries:** The depository libraries maintain their collections according to standards established by the State Library Division and in accordance with Utah Code, Title 37, Chapter 5. The depository system ensures agency publications get wide distribution. The value of the Utah State Publications Depository Program increases as more and more state agencies deposit sufficient copies of their publications for distribution to local areas.

Working together, the State Library Division, depository libraries and all state agencies can insure access to a wealth of information.

What kind of an audience do you want? Help us by sending sufficient copies for all the libraries in the depository system and we will help you reach your intended clientele.

STATE AGENCY RESPONSIBILITIES

Designate a Contact Person

The State Library Division requests that each agency designate a **publications contact person** to serve as a liaison with the State Library Division concerning deposit of publications. This **manual** is intended primarily for use by these contact persons, and they are urged to review it carefully. Questions or suggestions should be directed to the State Publications Librarian, State Library Division, (801) 466-5888.

The selection of the contact person or persons is made by the head of each agency or department. The contact person should be someone who has knowledge of the publishing procedures of the agency and kinds of publications that are produced.

Contact Person Responsibilities

The contact person has these responsibilities:

a) Ensure the State Library Division receives copies of the publications issued by the agency. Number of copies is established (Utah Code, Title 37-5-3 1a) by the number of depository libraries in the state and the agency's desire to make the information readily available;

b) Ensure the State Library Division receives at least 2 copies (Utah Code, Title 37-5-3 3) of materials produced in other formats (audio-visual, microform and machine readable materials) and information about availability and price;

c) Compile a list from the Agency Publications List of all publications issued during a fiscal year and forward copies to the State Library Division and the State Archivist;

d) Supply other relevant information upon request.

Communication between State Agencies and the State Library Division is a necessity. The State Publications Librarian may ask for more information about a publication, the availability of more copies, the price and the release date of the publication. The contact person may have questions about where to send shipments and whether a certain publication meets the criteria.

The communication ties between the agencies and the State Library Division will assist both parties reach a common goal: information to the people.

Standardize Title Pages

To ensure the best access to the publications of state agencies, the following information should be included on the front or back of the title page of each publication:

(1) full name of the issuing agency
(2) name of any individual author to be given credit
(3) title
(4) date and place of publication
(5) price

For serial (items published periodically, where the title is intended to continue indefinitely) publications include:

(6) frequency of issue
(7) volume and number of issue
(8) date of issue

Not all serial titles have both a volume/number designation and a date of issue, at least one is needed to distinguish among the various issues.

Publications received and cataloged by the State Library Division are entered into OCLC, a national data base, and becomes accessible to over thousands of members in the system. All entries into the database must meet certain standards established by the Library of Congress. This information distinguishes one publication from other materials. The more complete the information provided by the issuing agency the easier the process of access and retrieval of the publication.

On the following pages are samples of title pages that give the needed information. Some have part of the information on the reverse side of the title page, or in the case of some serials, on the last page of the issue.

TOWARD AFFORDABLE HOUSING

Sixty Actions for Local Governments in Utah

State of Utah
Initiated by the Governor's Housing Development Advisory Council
Department of Community and Economic Development
Community Development Division

by
Wasatch Opinion Research
September 1986

Cowboy Poetry From Utah

An Anthology

Compiled and Edited
with Essays and Biographies

by Carol A. Edison

Illustrated by F. Euray Anderson

UTAH FOLKLIFE CENTER
Salt Lake City, Utah

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copyright for individual poems o
Selections from the following pu
authors:
Ballads of the Book Cliffs
The Cowboy in Verse
1978.
Jeff and A
county. C
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ISBN 0-9614
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Printed in the United Sta

MULTICULTURAL RESOURCE BOOK

Part 1

"EXPLORING & UNDERSTANDING DIVERSITY"

Utah State Office of Education
Dr. James Moss, State Superintendent
of Public Instruction
Dr. Scott W. Bean, Associate Superintendent
Dr. Kolene Granger, Associate Superintendent
Bruce Griffin, Associate Superintendent
Dr. Scott W. Cameron, Assistant Superintendent

Kathleen Spencer
Project Director

Salt Lake City, Utah
September, 1989

This publication was printed through funds provided
by the Title IV Race Desegregation grant awarded to the
Utah State Office of Education

January 1992

Utah Department of Corrections

The Rap Sheet

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MISSION STATEMENT

The primary mission of the UDC is co
its secondary mission is provid
necessary to be compe
of

Dear!:

The Rap Sheet is an official publication of the Utah State Department of Corrections

Governor: **Norman H. Bangerter**
Executive Director: **Gary W. DeLand**
Deputy Director: **N. Bruce Egan**
Editor: **David R. Franchina**
Assistants: **Lynne Forrey** and **Nannette Johnson**
Printer: **Correctional Industries' Inmates**

The Rap Sheet is published monthly for the employees of the Department of Corrections. Letters to the Editor, articles and comments are welcomed. However, the editor reserves the right to edit any article submitted for libel, length, relevancy and good taste. Send your comments or information to the Editor, Public Affairs Office, 6100 South 300 East, Suite 400, Salt Lake City, Utah 84107

Utah Department of Corrections
Public Affairs Office
6100 South Fashion Boulevard
Murray, Utah 84107
(801) 265-5512

UTAH STATE BULLETIN

OFFICIAL NOTICES OF UTAH STATE GOVERNMENT
Filed December 3, 1991 through December 16, 1991

NUMBER 92–1
January 1, 1992

Randy J. Fisher, Editor

The Utah State Builetin is the official noticing publication of the executive branch of Utah State Government. The Division of Administrative Rules, Department of Administrative Services, produces the Bulletin under authority of Section 63–46b–10, Utah Code Annotated 1953, as a public service.

Inquiries concerning administrative rules or other contents of the Bulletin may be addressed to the responsible agency or to: Division of Administrative Rules, Archives Building, State Capitol, Salt Lake City, Utah 84114, telephone (801) 538–3011.

The Bulletin and its companion summary, the *Utah State Digest*, are printed and distributed semi–monthly by Legislative Printing. Annual subscription rates (24 issues) are $135.00 for the ***Utah State Bulletin*** and $30.00 for the ***Utah State Digest.*** Inquiries concerning subscription, billings or changes of address should be addressed to:

Legislative Printing
419 State Capitol
Salt Lake City, Utah 84114
(801) 538–1103

ISSN 0882–4738

SURVEY NOTES

VOLUME 24, NUMBER 4, 1991
UTAH GEOLOGICAL SURVEY

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Cover: Portion of UGS Map 122, Complete Bouguer Gravity Anomaly Map of Utah.

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D, Deputy Director
HALLER, Assoc. Dir.
Yonetani, Carol
SPRINKEL
M CASE

Survey Notes is published quarterly by the *Utah Geological Survey* 2363 Foothill Drive, Salt Lake City, 84109-1491 (801) 467-7970. The UGS inventories the geologic resources of the state, identifies its geologic haz disseminates information concerning Utah's geology, and advises policymakers on geologic issues. The UG division of the Department of Natural Resources. Single copies of Survey Notes are distributed free of char residents within the United States and Canada. Reproduction is encouraged with recognition of source.

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Iliam Mulvey, Susan Olig, Barry
Janine Jarva, Sharon Wakefield
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HOW TO DEPOSIT STATE PUBLICATIONS

Where to send and phone

Distribution of state publications under the depository law is handled by: Utah State Library Division, State Publications Librarian, 2150 South 300 West, Suite 16, Salt Lake City, Utah 84115. Please direct publications whether mailed or delivered to that address.

The State Library Division urges you whenever possible to send your shipments via interagency or U.S. Mail. Pick ups of shipments are limited. If they must be picked up, please call the State Publications Librarian at (801) 466-5888.

Frequency of Agency Shipments

Shipments to the Utah State Library Division should be made as soon as the publications are produced.

Agency Publications List

To assist the State Library Division in sorting the publications please enclose a **Agency Publications List** with every group of publications sent. Fill out the agency, date sent, title, number of copies sent and the purchase price for acquisitions of additional copies.

A copy of the list can be sent to The Utah State Library Division, with the original retained and subsequent publications added as shipped (see sample next page). The original will serve as a record of what has been sent to the Depository Program and at the end of the fiscal year copies of it will be all that's needed for the yearly report.

Agency Publications List form is provided in appendix C for your use. Copy as needed.

MONTHLY PUBLICATIONS LIST

Utah State Library Division

Please include this form with your monthly shipment to the State Library. Call us at 466-5888 if you need additional forms.

MONTH: May 1990

AGENCY: Utah Arts Council

DATE SENT	TITLE	NO. OF COPIES SENT	SALE PRICE
5/30/90	Repertoire newsletter 1st Qtr '90	21	—
8/10/90	Repertoire newsletter 2nd Qtr '90	21	—
12/3/90	Repertoire newsletter 3rd Qtr '90	21	—
3/91	89-90 Annual Report/4th Qtr Repertoire	21	-
6/91	Repertoire newsletter 1st Qtr '91	21	—
8/91	Repertoire newsletter 2nd Qtr '91	21	—

Guidelines for the Deposit of Publications

Type of Publication	Deposit Requirement
I. Annual / biennial reports	deposit
(descriptive, statistical and financial reports or programs, services, activities of an agency; not all agencies prepare annual / biennial report; may be for entire agency or for a unit within an agency) example: Annual report of the Utah State Tax Commission	
II. Budgets	
a. annual, operating budget (where prepared; exclude monthly operating budgets)	deposit
b. annual / biennial request for appropriations (budget request, final submission)	deposit
III. Conference / training workshop / seminar materials	
a. advertising, registration information, programs	exempt
b. published reports of proceedings example: Summary of proceedings : Utah Conference on Antitrust Issues in Health Care.	deposit
c. training manuals used in workshops, seminars or conferences	exempt
IV. Directories and rosters	
a. directories of facilities example: Utah courts directory. Utah school directory.	deposit
b. directories of services example: Utah directory of agencies and services : substance abuse prevention and treatment.	deposit
c. personnel directories (includes directories to both an agency as a whole or a unit within the agency) example: Telephone directory. [Utah Administrative Services, State Telecommunications Services]	deposit

d. rosters — deposit

example:

Utah Official Roster.

V. **General informational publications and reports of research**

By far the largest quantity of publications issued by an agency or college or university falls in this category. In general, this category includes all materials issued to provide information to a segment of the population or specific clientele or to report the results of research conducted by or for an agency or college / university.

Publications in this category cover an enormous variety of subjects, and they differ in intended audience, sophistication of treatment, and format. Examples below are provided to suggest the kinds of publications which fall into this category.

a. guides — deposit

example:

Guide for self evaluation of school business functions.

Guide to the grants program ... .

b. manuals and handbooks — deposit

example:

Manual for justice court judges.

Explosives procedure handbook.

c. maps — deposit

d. pamphlets and brochures about an agency, its services, or a subject which is of concern — deposit

example:

Introducing the Utah Department of Commerce.

Big tree hunter's guide.

e. publications lists — deposit

example:

List of publications. [Utah Geological and Mineral Survey]

f. reports (draft and final) — deposit

example:

U.S. Highway 189 Utah Valley to Heber Valley : Utah and Wasatch Counties, Utah : draft supplemental environmental impact statement.

g. state plans — deposit

example:

State of Utah plan to provide services to the homeless.

Agricultural science and technology : 5-year master plan. [Utah State Office of Education]

h. statistical compilations — deposit

example:

Utah's vital statistics.
Utah big game harvest book.
Utah statistics of income, return year ... .

VI. **Laws, rules and regulations, and licensing standards**

a. Utah laws published separately — deposit

example:

Utah Higher Education act of 1969.
Hearing aid specialists' and consumers' act.

b. Utah rules and regulations published separately — deposit

example:

Rules and regulations governing dam safety in Utah.

c. compilations of laws on a topic — deposit

example:

Library Laws of Utah.
Utah code. ... : Utah election laws.

d. licensing standards — deposit

example:

Marriage and family therapist licensing act, law of Utah and rules and regulations concerning marriage and family counselor.
Licensing physical therapists.

VII. **Lists of agency related publications**

a. bibliographies — deposit

example:

Official list of school textbooks adopted for use in the schools of Utah, ...

b. catalogs of materials — deposit

example:

Catalog of citizenship, economics, law-related, values, and character education curriculum materials.

VIII. **Minutes of governing bodies**

a. minutes of meetings of governing boards — exempt

b. minutes of meetings of directors, councils of agencies — exempt

IX. **Periodicals**

a. magazines or scholarly journals — deposit
(excluding alumni and student magazines)
example:
Western Humanities Review.
Weber studies.

b. newsletters — deposit
(intended for out-of-house distribution)
example:
Directions for Utah libraries.
Oral oracle : dental health newsletter for teachers.

c. newspapers — exempt
(includes student newspapers, staff newspapers, newspaper intended for public distribution)

d. news releases — exempt

X. **Special categories**

a. media — deposit
example:
West desert pumping project [videorecording : VHS]
Desert dreams : into the canyon lands [videorecording : VHS]

b. microform materials / machine readable materials — deposit
(any items that are not available in hard copy and microform or machine readable format is available)

c. drafts of plans, updates — exempt

d. grant proposals, specifications, bids — exempt

e. reprints — deposit

f. revisions — same treatment as original

g. fliers, posters — exempt

h. programs of theater, music, sports and other events — exempt

i. university press books — exempt

UTAH PUBLICATIONS SHIPPING LISTS

Utah State Library Division, State Publications Section makes available information about state agency publications through the use of the bimonthly **"Utah Publications Shipping Lists"**. These lists are cumulated into an annual publication called, **"Utah Under Cover"** (UUC).

Through the use of the information on the **Shipping Lists** and the state agencies **"Publications Contact Person(s) List"** (see appendix C), you can order publications directly from the publishing agency. The publications should be available at the time you receive the Shipping List. By the time the annual cumulation (UUC) is received publications may no longer be available. Order those that interest you promptly.

If you would like to be placed on a mailing list to receive **"Utah Publications Shipping List"** (see following page for a partial sample), please fill out the slip below and return to: State Publications Librarian, 2150 South 3rd West, Suite 16, Salt Lake City, Utah 84115.

Utah Publications Shipping List --- Attention: State Publications Librarian

Name_____

Contact Person_____

Address_____

City, State & Zip_____

UTAH STATE PUBLICATIONS

UTAH STATE LIBRARY DIVISION
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

2150 South 300 West, Suite 16
Salt Lake City, UT 84115
(801) 466-5888

LIST # 92-11 DATE December 31, 1991

all RLIN numbers are prefixed by UTBG

The date(s) within the symbols < > are the beginning-ending dates of serial publications.

ADMINISTRATIVE SERVICES, DEPT. OF
ADMINISTRATIVE RULES, DIVISION OF

Utah state bulletin. Number 91-24 : December 15, 1991 ; Number 92-1 : January 1, 1992. <1985- >
OCLC # 11854150 <utul> $135.00 / annual subscription
A 260.8: Uta/91-24 348.792025 KFU440.A73 S7
A 260.8: Uta/92-1
Administrative regulations
Executive orders
Attorney General's opinions

Utah state digest. Number 91-24 : December 15, 1991 ; Number 92-1 : January 1, 1992. <19uu- >
OCLC # 12426255 <utul> $30.00 / annual subscription
A 260.8: Dig/92-1 348.792025 KFU38.U8
Administrative regulations
Executive orders
Attorney General's opinions

COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF
ARTS COUNCIL, UTAH

Repertoire. Third quarter, 1991 (Annual report 1990-1991). <19uu- >
OCLC # 10665623 <utul> RLIN # 0430-S Free
C 610.2: Rep/991/3 709.792 NX24.U8 U8416
Performing arts
Arts (General)
Authors

COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF
ARTS COUNCIL, UTAH

Utah arts resource directory. [1991] <19uu- >
OCLC # 10665623 <utul> Free
C 610.2: Uta/991 700.2509792 NX110.U82 U8
Performing arts
Arts (General)
Directories

LIBRARY DIVISION, STATE

Directions for Utah libraries. Vol. 4, no. 5 : January, 1992. <1988- >
OCLC # 18145543 <utul> Free
C 690.8: Dir/4/5 027.09792 Z732.U8 D57
Libraries
Librarians

GOVERNOR (1985- : Bangerter)
STATEHOOD CENTENNIAL COMMISSION, UTAH

Utah Centennial, 1896-1996. December, 1991.
OCLC # NA Inquire at issuing agency
G 800.1: Cen/991 979.2 F821 C4 U8
Statehood
Planning-Programming-Budgeting

NATURAL RESOURCES, DEPT. OF
GEOLOGICAL SURVEY, UTAH

Geological map of Antelope Island, Davis County, Utah / by Hellmut H. Doelling ... [et al.] 1990.
OCLC # 24989708 Inquire at issuing agency
N 3300.71: Map/127 557.9227 G4342 A5 1990
Antelope Island
Davis County
Geology
Maps

Provisional geologic map of the Fountain Green North quadrangle, Juab and Sanpete Counties, Utah / by Raymond L. Banks. 1991.
OCLC # 24956166 Inquire at issuing agency
N 3300.71: Map/134 557.92 G4342 F6 1991
Juab County
Sanpete County
Geology
Fountain Green North quadrangle
Maps

NATURAL RESOURCES, DEPT. OF

OIL, GAS AND MINING, DIVISION OF

Oil and gas production report. September, 1991. <1988- >
OCLC # 17830817 <utul> Inquire at issuing agency
N 700.1: Pro/991/09 622.3382 HD9567.U8 P76
Oil well drilling
Gas well drilling

WATER RESOURCES, DIVISION OF

Newsletter. August, October/November, 1991.
OCLC # NA Inquire at issuing agency
N 4000.81: New/991/08 333.91109792 TD388.A1 N4 U8
N 4000.81: New/991/10/11
Natural Resources, Dept. of. Water Resources, Division of
Conservation education
Water conservation

PLANNING AND BUDGET, OFFICE OF

Executive budget recommendations. (Fiscal yr. 1993) December, 1991. <1989/90- >
OCLC # 21212595 Inquire at issuing agency
P 350.12: Exe/992-993 353.97920072 HJ11 .U842a
Budgets
Appropriations and expenditures

Utah planning newsletter. No. 6 : Fall, 1991. <1990- >
OCLC # 22147203<utul> Inquire at issuing agency
P 350.8: Pla/6 353.9792078 JK8430. U8
Planning-Programming-Budgeting
Economic conditions and Economic development

ADVISORY COUNCIL ON INTERGOVERNMENTAL RELATIONS,UTAH

First four years, July, 1987 - June, 1991. November, 1991.
OCLC # 25037166 Inquire at issuing agency
P 350.7: Fir/991 353.979293 JK8429. I57 F57
Local government (General)
Intergovernmental relations (General)

State mandates study. October, 1991.
OCLC # 25036899 Inquire at issuing agency
P 350.7: Man/991 353.979293 JK8429. M26 S72 1991
Local government (General)
Intergovernmental relations (General)

TAX COMMISSION, UTAH
ECONOMIC & STATISTICAL UNIT
Utah new car and truck sales third quarter, 1991 / Leslee Katayama. December, 1991.
<1984- >
OCLC # 12891110 <utul> Inquire at issuing agency
T 240.71: Res/New/91-18 381.4562922 HD9710.U53 U83
Motor vehicles
Retail trade

TRANSPORTATION, UTAH DEPT. OF
The fast lane. Vol. 7, no. 8 : November, 1991.
OCLC # NA Inquire at issuing agency
T 1200.81: Fas/991/8 388.1309792 H336.P37 L36 1991
Transportation, Utah
Dept. of

UTAH STATE UNIVERSITY
DEVELOPMENT CENTER FOR HANDICAPPED PERSONS
Parent news. Vol. 15, no. 2 : December, 1991. <19uu- >
OCLC # 21388818 Inquire at issuing agency
U 3830.2: Par/15/211 371.9 HQ773.5 .P27
Exceptional children
Handicapped
Parents

APPENDIX A

DEPOSITORY LIBRARIES

CEDAR CITY, UTAH
Southern Utah University
Library
Cedar City, UT 84720
586-7945

LOGAN, UTAH
Utah State University
Merrill Library
Special Collection Dept.
Logan, UT 84322-3000
750-2661

OGDEN, UTAH
Weber County Library
2464 Jefferson Avenue
Ogden, UT 84401-2488
627-6920

Weber State University
Stewart Library
3750 Harrison Blvd.
Ogden, UT 84408-2901
626-7187

PRICE, UTAH
College of Eastern Utah Library
451 East 400 North
Price, UT 84501
637-2120
(after 5:00 637-9950)

PROVO, UTAH
Brigham Young University
Harold B. Lee Library
Provo, UT 84602
378-6179

Brigham Young University
Law Library
Provo, UT 84602
378-3297

Provo City Library
425 West Center
Provo, UT 84601-4337
379-6661

SALT LAKE CITY, UTAH
Division of State History
300 Rio Grande
Salt Lake City, UT 84101
533-5808

Salt Lake City Public Library
209 East 5th South
Salt Lake City, UT 84111
524-8200

Salt Lake County Library
2197 East 7000 South
Salt Lake City, UT 84121
943-4636

State Archives & Records Services
Archives Bldg., Capitol Hill
Salt Lake City, UT 84114
538-3012

State Library Division
2150 South 300 West, Suite 16
Salt Lake City, UT 84115
466-5888
Watts 1-800-662-9150

University of Utah
Law Library
Salt Lake City, UT 84112
581-6438

University of Utah
Marriott Library
Salt Lake City, UT 84112
581-8863

Utah State Law Library
125 State Capitol Building
Salt Lake City, UT 84114
538-1045

WASHINGTON, D.C.
Library of Congress
10 First Street SE
Washington, D.C. 20540

APPENDIX B

PUBLICATIONS CONTACT PERSON(S)

Please indicate which of your staff members you would like to designate as the **"publications contact person(s)"** for your agency. The State Library Division will communicate with this person concerning the participation by your agency in the Utah Publications Depository Program. **Should you, for any reason desire to change the designated contact person(s), please notify the State Library Division.** Thank you for your cooperation.

AGENCY NAME_____

DEPARTMENT_____

MAILING ADDRESS_____

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1) CONTACT PERSON_____

DIVISION OR DEPARTMENT_____

TELEPHONE_____

2) CONTACT PERSON_____

DIVISION OR DEPARTMENT_____

TELEPHONE_____

3) CONTACT PERSON_____

DIVISION OR DEPARTMENT_____

TELEPHONE_____

(attach addition sheets if necessary)

Please return to / or call:

State Publications Librarian
State Library Division
2150 South 300 West, Suite 16
Salt Lake City, UT. 84115
(801) 466-5888

APPENDIX C

STATE AGENCY PUBLICATIONS CONTACT PERSONS

Administrative Services, Dept. of
Executive Director's Office,
Division of Adminstration
c/o Anne Waddoups
3120 State Office Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-3215

Administrative Services, Dept. of
Division of Adminstrative Rules
c/o Bill Callaghan
3120 State Office Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-3216

Administrative Services, Dept. of
Facilities Construction Mgt.
c/o Carla Evensen
4110 State Office Building
Salt Lake City, Utah 84114
Phone (801) 538-3261

Administrative Services, Dept. of
Finance, Div. of
c/o Richard Barker
2110 State Office Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-3088

Administrative Services, Dept. of
Information Technology Services
c/o Vicki Boer
5000 State Office Building
Salt Lake City, Utah 84114
Phone (801) 538-3327

Administrative Services, Dept. of
State Archives
c/o Paul Jennens
Archive Bldg. State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-3012

Administrative Services, Dept. of
State Printing
c/o Dick Hill
B-52 State Office Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-3222

Administrative Services, Dept. of
Surplus Property, Div. of
c/o Mark Young
522 South 700 West
Salt Lake City, Utah 84104
Phone (801) 533-5885

Agriculture, Utah Dept. of
c/o El Shaffer
350 North Redwood Road
Salt Lake City, Utah 84116
Phone (801) 538-7104

Alcoholic Beverage Control, Dept. of
c/o Kenneth F. Wynn - Director
or Dennis R. Kellen, Operations Mgr.
P.O. Box 30408
1625 South 900 West
Salt Lake City, Utah 84130-0408
Phone (801) 973-7770

Attorney General's Office
c/o Charlotte Osborn
236 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1015

Attorney General's Office
Civil Rights Section
Litigation Division of
c/o Frank D. Mylar
6100 South 300 East, Suite 204
Murray, Utah 84107
Phone (801) 265-5638

Auditor, Utah State
c/o Linda Siebenhaar
or Laurie Wall
211 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1363

Board of Regents
Higher Education, Office of
c/o Vicki Varela or Barbara Gittins
3 Triad Center-Suite 550
355 West North Temple
Salt Lake City, Utah 84101
Phone (801) 538-5236 (or) 5202

Bureau of Economic & Bus. Research
c/o Lee Carberry
U of U Graduate School of Bus.
401 Kendall D. Garff Bldg.
Salt Lake City, Utah 84112
Phone (801) 581-6333

Career Service Review Board
c/o Robert N. White
1120 State Office Bldg., Capitol Hill
Salt Lake City, Utah 84114
Phone (801) 538-3047

Commerce, Dept. of
Consumer Protection, Div. of
c/o Heather Barney
P.O. Box 45804
Salt Lake City, Utah 84145-0804
Phone (801) 530-6960

Commerce, Dept. of
Division of Public Utilities
c/o Barbara Campbell
P.O. Box 45807
160 East 300 South
Salt Lake City, Utah 84145-0807
Phone (801) 530-6788

Commerce, Dept. of
Real Estate, Div. of
c/o Karen Hathaway
P.O. Box 45806
Salt Lake City, Utah 84145-0806
Phone (801) 530-4767

Commission on Criminal &
Juvenile Justice
Office of Crime Victim Reparation
c/o Judy DiRenzo or Susan Lustri
350 East 500 South, Suite 200
Salt Lake City, Utah 84101
Phone (801) 533-4000

Corrections, Dept. of
c/o David Franchina
or Nannette Johnson
6100 South 300 East
Salt Lake City, Utah 84107
Phone (801) 265-5517

Courts, Administrative Office of the
c/o Jennifer Bullock
230 South 500 East, Suite 300
Salt Lake City, Utah 84102
Phone (801) 533-6371

Courts, Administrative Office of the
State of Utah Law Library
c/o Nancy Cheng
125 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1045

Department of Community &
Economic Development
c/o Kathy Thompson
324 South State Street
Salt Lake City, Utah 84111
Phone (801) 538-8706

DCED, Asian Affairs Office
c/o Eva Salazar
Minority Affairs Office
c/o
324 South State Street
Salt Lake City, Utah 84111
Phone (801) 538-8815

DCED, Division of Business &
Economic Development
Business Expansion & Retention
c/o Myrna Hill
324 South State, Suite #200
Salt Lake City, Utah 84111
Phone (801) 538-8775

DCED, Community Development
c/o Gayle Gardner
324 South State #300
Salt Lake City, Utah 84111
Phone (801) 538-8722

DCED, Division of Expositions
Utah State Fair
c/o Judy Duncombe
155 North 1000 West
Salt Lake City, Utah 84116
Phone (801) 538-8440

DCED, Office of Black Affairs
c/o Betty Sawyer
324 South State Street, #250
Salt Lake City, Utah 84111
Phone (801) 538-8816

DCED, State History, Division of
c/o Stan Layton
300 Rio Grande
Salt Lake City, Utah 84101-1182
Phone (801) 533-6024

DCED, Utah Arts Council
c/o Yvonne M. Steiger
617 East South Temple
Salt Lake City, Utah 84102
Phone (801) 533-5895

DCED, Utah Travel Council
Travel Development
c/o Janice Carpenter,
Margaret Godfrey or Stacey Clark
Council Hall / Capitol Hill
Salt Lake City, Utah 84114
Phone (801) 538-1030

Education, State Office of
c/o Sharon Murdoch
250 East 500 South (Rm 31)
Salt Lake City, Utah 84111
Phone (801) 538-7881

Employment Security / Job Service
c/o Joyce Larson
Labor Market Information Services
c/o Marba Evans
P.O. Box 11249 (140 East 300 South)
Salt Lake City, Utah 84147
Phone (801) 536-7800 (or) 7812

Environomental Quality, Dept. of
Div. of Air Quality
c/o Carol Holmes
1950 West North Temple
Salt Lake City, Utah 84114-4820
Phone (801) 536-4000

Financial Institutions
c/o Irene Anderson
P.O. Box 89 (324 S. State, Suite 201)
Salt Lake City, Utah 84110-0089
Phone (801) 538-8832

Health, Dept. of
c/o Ross Martin
P.O. Box 16700, (288 N. 1460 W.)
Salt Lake City, Utah 84116-0700
Phone (801) 538-6339

Health, Dept. of
Bureau of Health Statistics
c/o Nola F. Hanson
P.O. Box 16700 (288 N. 1460 W.)
Salt Lake City, Utah 84116-0700
Phone (801) 538-6301

Health, Dept. of
Community Health Services, Div. of
c/o Judy Smith
P.O. Box 16700 (288 N. 1460 W.)
Salt Lake City, Utah 84116
Phone (801) 538-6129

Health, Dept. of
Family Health Services, Div. of
Bureau of Dental Health
c/o Kathleen J. Hoenig
288 North 1460 West, P.O. Box 16650
Salt Lake City, Utah 84116-0650
Phone (801) 538-6179

Health, Dept. of
Family Health Services, Div. of
Child Health Bureau
c/o Bob Kuhn
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 538-6140

Health, Dept. of
Family Health Services, Div. of
Children's Special Health Services Bureau
c/o Bill Boyer
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 538-6165

Health, Dept. of
Family Health Services, Div. of
Communicative Disorders Bureau
c/o Rebecca Fronberg
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 584-8215

Health, Dept. of
Family Health Services, Div. of
Maternal & Infant Health Bureau
c/o Sharon Ernst
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 584-8237

Health, Dept. of
Family Health Services, Div. of
Office of Director
c/o JanMarie Peterson
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 538-6161

Health, Dept. of
Family Health Services, Div. of
WIC Bureau
c/o Beth Smith
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 584-8232

Health, Dept. of
Health Care Financing
c/o Lane Johnson
P.O. Box 16580
Salt Lake City, Utah 84116-0580
Phone (801) 538-6493

Health, Dept. of
Laboratory Services, Div. of
c/o Linda Hone or Signe Dayton
46 Medical Drive (Rm 309)
Salt Lake City, Utah 84113-1105
Phone (801) 584-8469 (or) 8406

Health, Dept. of
Office of the Medical Examiner
c/o Carolyn B. Crellin
48 Medical Drive, P.O. Box 58739
Salt Lake City, Utah 84158-0739
Phone (801) 584-8410

Human Resource Mgt., Dept. of
c/o Mary Monty
2229 State Office Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-3061

Human Services, Dept. of
c/o Afton Ferris
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-3998

Human Services, Dept. of
Aging and Adult Services
c/o Helen Goddard
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-3910

Human Services, Dept. of
Family Services, Div.
c/o Julie Thomson
120 North 200 West, 4th Floor
P.O. Box 45500
Salt Lake City, Utah 84145-0500
Phone (801) 538-4083

Human Services, Dept. of
Family Support Administration
c/o Gene Hofeling or Elizabeth Heath
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-3970 (or) 4311

Human Services, Dept. of
Licensing, Office of
c/o Gayle G. Sedgwick
P.O. Box 4500, (120 N. 200 W.)
Salt Lake City, Utah 84145-0500
Phone (801) 538-4242

Human Services, Dept. of
Mental Health, Division
c/o Mary Fraser
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-4270

Human Services, Dept. of
Office of Liability Management
c/o Peggy L. Phillips
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-4107

Human Services, Dept. of
Office of Social Services
c/o Jody Talbot
120 North 200 West, (Rm 324)
Salt Lake City, Utah 84103
Phone (801) 538-4015

Human Services, Dept. of
Services for People with Disabilities
c/o Sharon Yearsley
120 North 200 West, #201
Salt Lake City, Utah 84103
Phone (801) 538-4182

Human Services, Dept. of
Substance Abuse, Division of
c/o Kristin Koldewyn
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-3939

Human Services, Dept. of
Youth Corrections, Division of
c/o John DeWitt
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-4330

Industrial Commission of Utah
Administrative Division
c/o Kathleen Bertelsen
P.O. Box 510910
160 East 300 South, 3rd Floor
Salt Lake City, Utah 84114-6600
Phone (801) 530-6815

Industrial Commission of Utah
Anti-Discrimination Division
c/o Pauline C. Kippen
P.O. Box 510910
Salt Lake City, Utah 84151-0910
Phone (801) 530-6887

Industrial Commission of Utah
Industrial Accidents
c/o Mary Betts
P.O. Box 510250
Salt Lake City, Utah 84151-0250
Phone (801) 530-6830

Industrial Commission of Utah
Labor Division
c/o Barbara Padilla
P.O. Box 510910
Salt Lake City, Utah 84151-0910
Phone (801) 530-6805

Industrial Commission of Utah
Safety Division
c/o James Parsell
P.O. Box 510910
Salt Lake City, Utah 84151-0910
Phone (801) 530-6872

Industrial Commission of Utah
U O S H Division
c/o Donald L. Anderson
P.O. Box 510870
Salt Lake City, Utah 84151-0870
Phone (801) 530-6897

Insurance, Dept. of
c/o Jilene Whitby
3110 State Office Bldg
Salt Lake City, Ut 84114
Phone (801) 538-3803

Legislative Auditor General
c/o LaFay Simmons
412 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1033

Legislative Fiscal Analyst
c/o Leslie Jannette Clark
425 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1034

Legislative Printing
c/o Sandy Tenney
419 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1103

Legislative Research & Gen. Counsel
c/o Jane Peterson
436 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1032

Lieutenant Governor's Office
Administration
c/o Janet Davey
203 State Capitol Building
Salt Lake City, Utah 84114
Phone (801) 538-1520

Lieutenant Governor's Office
Election Division
c/o Thayre Dennis
203 State Capitol Building
Salt Lake City, Utah 84114
Phone (801) 538-1524

Natural Resources, Dept. of
a) Oil, Gas, & Mining
b) Parks & Recreation
c) State Lands & Foresty
d) Water Resources, (Ron Ollis)
c/o Betty Barela
1636 West North Temple (Rm 316)
Salt Lake City, Utah 84116
Phone (801) 538-7200

Natural Resources, Dept. of
Geological Survey, Utah
c/o Carol Park
2363 South Foothill Drive
Salt Lake City, Utah 84109-1491
Phone (801) 467-7970

Natural Resources, Dept. of
Utah Energy Office
c/o Denise Beaudoin
3 Triad Center, Suite 450
355 West North Temple
Salt Lake City, Utah 84180-1204
Phone (801) 538-5428

Natural Resources, Dept. of
Water Rights, Division
c/o Glenda McMaster
1636 West North Temple (Rm 220)
Salt Lake City, Utah 84116
Phone (801) 538-7240

Natural Resources, Dept. of
Wildlife Resources, Division
c/o Vicki Unander
1596 West North Temple
Salt Lake City, Utah 84116
Phone (801) 538-4700

Planning & Budget, Office of
Demographic & Economic Analysis
c/o Julie Johnsson
116 State Capitol Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-1036

Public Safety, Dept. of
Administrative Services
c/o Glenn Coffman
4501 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4530

Public Safety, Dept. of
Comprehensive Emergency
Management Division
c/o Liz Gane, Jean Segura
or John Rokich
1110 State Office Bldg
Salt Lake City, Utah 84114-0136
Phone (801) 584-3400

Public Safety, Dept. of
Criminal Identification, Bureau of
c/o Terry Dennis
4501 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4570

Public Safety, Dept. of
Driver License Division
c/o Jaime Perez
4501 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4454

Public Safety, Dept. of
Fire Marshal Division
c/o Brent Halladay
4501 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4353

Public Safety, Dept. of
Highway Safety
c/o John Dame
4501 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4457

Public Safety, Dept. of
Peace Officer Standards &
Training (POST)
c/o Kathy Finch
4525 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4711

Public Safety, Dept. of
Utah Div. of Investigation
c/o Kerry Soelberg
195 East 6100 South
Murray, Utah 84107
Phone (801) 533-6128 (or) 6227

Public Service Commission
c/o Julie Orchard
Heber M. Wells Bldg.
160 East 300 South, Office #439
Salt Lake City, Utah 84111
Phone (801) 530-6716

Retirement Office, Utah State
c/o Jim Harr
540 East 200 South
Salt Lake City, Utah 84102
Phone (801) 366-7700

Seismograph Stations, U. of U.
c/o Sue Nava
705 W.C. Browning Bldg.
Salt Lake City, Utah 84112
Phone (801) 581-6274

Tax Commission, Dept. of
c/o Janice Perry
or Leslee Katayama
Heber M. Wells Bldg.
160 East 300 South
Salt Lake City, Utah 84134-4000
Phone (801) 530-6104 (or) 6086

Tax Commission, Dept. of
Property Tax Division
c/o James Teton
HMW Bldg, 160 East 300 South
Salt Lake City, Utah 84134-4000
Phone (801) 530-6319

Transportation, Dept. of
c/o Melodie O'Carroll
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4626

Transportation, Dept. of
Aeronautical Operations Div.
c/o Marjorie Montgomery or
Lou Anne Butler
135 North 2400 West
Salt Lake City, Utah 84116
Phone (801) 328-2066

Transportation, Dept. of
Location & Environmental Studies
c/o Edward Norat
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4228

Transportation, Dept. of
Maintenance (Equipment)
c/o Bill Gooch
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4470

Transportation, Dept. of
Maintenance (Roads)
c/o Jim McMinimee
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4093

Transportation, Dept. of
Materials, Research & Testing
c/o Mike Roshek
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4322

Transportation, Dept. of
Traffic and Safety
c/o Paul Edwards
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4115

Transportation, Dept. of
Transportation Planning
c/o Vicki Hanshew
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4383

Treasurer, Utah State
State Treasurer's Office
c/o Larry Richardson
215 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1042

Utah National Guard
c/o Sgt. David N. Pearce
P.O. Box 1776
(12953 S. Minuteman Dr.)
Draper, Utah 84020-1776
Phone (801) 524-3645

Utah State University
Center for Persons With Disabilities
c/o Steve Dennis
Logan, Utah 84322-6805
Phone (801) 750-1991

Utah Water Research Lab.
c/o Arthur L. Rivers
Utah State University
University Hill
Logan, Utah 84322-8200
Phone (801) 750-3181

Worker's Compensation Fund, Dept. of
c/o Rod Smith
554 South 300 East
Salt Lake City, Utah 84111
Phone (801) 538-8001

APPENDIX D

AGENCY PUBLICATIONS LIST

State Library Division

Please include this form* with your shipment to the State Library Division. Copy as needed or call for additional forms. (801)466-5888.

AGENCY: _____

DATE SENT	TITLE	NO. OF COPIES SENT	SALE PRICE

*Also use for annual cummulation.

APPENDIX E

UTAH CODE, TITLE 37, CHAPTER 5, AS REVISED 1989

DEPOSITORY LIBRARIES

Section
37-5-1. Definitions.
37-5-2. Duties of division
37-5-3. Deposit of copies of state publications with division.
37-5-4. List of state publications - Distribution
37-5-5. Designation as depository library.
37-5-6. Depository library contract - Complete depository libraries - Selective depository libraries.
37-5-7. Micrographics and other copying and transmission techniques.
37-5-8. Rules - Standards.

37-5-1. Definitions.

As used in this chapter:

(1) "Division" means the State Library Division.

(2) "Political subdivision" means any county, city, town, school district, public transit district, redevelopment agency, or special improvement or taxing district.

(3) "State agency" means the state, any office, department, agency, authority, commission, board, institution, hospital, college, university, or other instrumentality of the state.

(4) "State publication" means any book, compilation, directory, document, contract or grant report, hearing memorandum, journal, law, legislative bill, magazine, map, monograph, order, ordinance, pamphlet, periodical, proceeding, public memorandum, resolution, register, rule, report, statute, audiovisual material, micrographic form and tape or disc recording regardless of format or method of reproduction, issued or published by any state agency or political subdivision for distribution. "State Publication" does not include any correspondence, internal confidential publications, office memoranda, university press publications, or publications of the state historical society.

37-5-2. Duties of division.

The division shall establish, operate, and maintain a publication collection, a bibliographic control system, and depositories as provided in this chapter.

37-5-3. Deposit of copies of state publications with division.

(1) (a) **Each state agency shall deposit with the division copies of each state publication issued by the state agency in the numbers specified by the state librarian.**

(b) The division shall forward two copies of each state publication deposited with it by a state agency to the Library of Congress, one copy to the state archivist, at least one copy to each depository library, and retain two copies.

(2) (a) Each political subdivision shall deposit with the division two copies of each state publication issued by it.

(b) The division shall forward one copy of each state publication deposited with it by a political subdivision to the state archivist and retain the other copy.

(3) **Each state agency shall deposit with the division two copies of audiovisual materials and tape or disc recordings issued by it for bibliographic listing and retention in the state library collection.** Materials the division considers not to be of major public interest will be listed, but no copies will be required for deposit.

37-5-4. List of state publication - Distribution.

The division shall publish a list of each state agency's state publications. The list shall provide access by agency, author, title, subject, and such other means as the division provides. The list shall be published periodically and distributed to depository libraries, state agencies, state officers, members of the Legislature, and other libraries selected by the division with at least an annual cumulation. **Each state agency shall furnish the division and the state archivist with a complete list of its state publications for the previous fiscal year.**

37-5-5. Designation as depository library.

Upon application, a library in this state may be designated as a complete or selective depository library by the division.

37-5-6. Depository library contract - Complete depository libraries - Selective depository libraries.

To be designated as a depository library, a library must contract with the division to provide adequate facilities for the storage and use of state publications, to render reasonable service without charge to patrons, and to provide reasonable access to state publications. A complete depository library shall receive at least one copy of all state publications issued by state agencies. A selective depository library shall receive those state publications issued by state agencies pertinent to its selection profile and those specifically requested by the library.

37-5-7. Micrographics and other copying and transmission techniques.

The commission may use micrographics or other copying or transmission techniques to meet the needs of the depository system.

37-5-8. Rules - Standards.

The division may regulate by making rules in accordance with Chapter 46a, Title 63, the Utah Administrative Rulemaking Act, necessary to implement and administer the provisions of this chapter including standards which must be met by libraries to obtain and retain a designation as a depository library.

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UTAH PUBLICATIONS

DEPOSITORY PROGRAM

Manual of Guidelines

for

Depository Libraries

UTAH STATE LIBRARY DIVISION

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

2150 South 300 West, Suite 16

Salt Lake City, UT 84115

Phone 466-5888

Watts 1-800-662-9150

Fax 533-4657

Published by the
Department of Community and Economic Development

State Library Division

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GENERAL INFORMATION

Purpose of Depository Library Program

The purpose of the depository library program is to make Utah state government publications available to the general public and state agencies.

State government manifests its activities through the information produced by its agencies. This information is disseminated in a wide variety of materials in various formats.

Since state publications are produced with tax dollars, the public is entitled to have access to them. Depository libraries throughout the state have been established to provide the public with cost effective access.

Definition of State Publications

"State Publication" means any book, compilation, document, journal, periodical, magazine, map, monograph, or pamphlet issued or published for distribution by any state agency. The definition includes directories, contracts, grant reports, hearing memorandums, public memorandums, laws, legislative bills, orders, ordinances, proceedings, resolutions, registers, rules, reports, and statutes. Audiovisual materials regardless of format, i.e. film, micrographics, video, tape or disc recordings, are also considered state publications.

"State Publication" does not include any correspondence, internal confidential publications, office memoranda, university press publications, or publications of the state historical society. (See: Utah Code Annotated, Title 9, Chapter 7)

Historical Overview of Utah Governmental Publications

In 1979 Utah Senate Bill 187 was passed by the 43rd Utah Legislature and added to the Utah Code Annotated 1953 as Title 37, Chapter 5, Sections 1-8. This stature was revised in 1989 and again in 1992, becoming Title 9, Chapter 7. The Utah State Library, under this code, has statutory authority to establish a state publications collection, to implement bibliographic control for state publications and to designate depository libraries. (See Appendix A)

SERVICES PROVIDED BY THE UTAH STATE LIBRARY DIVISION

Under the depository law, the State Library provides services to depository libraries, state agencies and to the general public. The State Library works with state agencies: (1) to acquire copies of publications, (2) to maintain a central collection, (3) to provide interlibrary loan and, (4) to assist with reference and information services. The State Library also provides consulting services for depository libraries and state agencies to support this program.

Copies of publications received are distributed to depository libraries. Accompanying each shipment is a list including bibliographic information about each publication to aid the depository library in cataloging the material. This list also cites other publications of potential interest not available in sufficient quantity for distribution.

The bibliographic information provided by the State Library is available to state agencies and to libraries through the OCLC (Online Computer Library Center) and RLIN (Research Libraries Information Network) computer databases.

RESPONSIBILITIES OF THE UTAH STATE LIBRARY DIVISION'S STATE PUBLICATIONS LIBRARIAN

To State Agencies:

1. Establish a procedure to obtain state publications from issuing state agencies.

    a. Establish and maintain list of state agency liaison officers appointed to be responsible for providing publications for distribution.

    b. Notify all state agencies to send publications, and lists of publications, published by state agencies to State Publications Librarian.

    c. Facilitate shipment of publications.

    d. Explain guidelines through meetings, telephone consultations, and office visits.

To Depositories:

1. Distribute publications to depositories.

   a. Send regular shipments of publications.

   b. Discover and identify new publications.

2. Prepare and produce bibliography of Utah State Publications.

   a. Prepare shipping lists for publications received and distributed.

3. Consult and advise publication librarians and those responsible for administration of depositories.

   a. Inspect depositories.

   b. Evaluate applications, make recommendations and prepare contract for establishing depository status.

GENERAL RESPONSIBILITIES AND PROCEDURES FOR DEPOSITORY LIBRARIES

Designation of Depository Libraries

Utah libraries may apply to the State Library to become an official depository for Utah publications. The library should be willing to provide a facility for storing state publications and to give reasonable service and access at no charge to patrons. A depository library shall receive at least one copy, when available, of state publications issued by state agencies. Applications for depository status will be reviewed by the State Library Director and the State Publications Librarian, and a contract will be established with successful applicants.

A depository library may relinquish its depository status at any time by addressing a letter to the State Librarian.

Public Services

The depository library shall be accessible to the public. (Utah Code Annotated, Title 9, Chapter 7). Circulation policies for use of depository materials are established by each depository library. Depository libraries are encouraged to publicize their collections and promote their use.

Interlibrary Loan Cooperation

All depository libraries are expected to loan or provide photocopies of depository materials to other libraries upon request, subject to existing interlibrary loan agreements.

Staffing Recommendations

One person should be designated by the depository library to coordinate depository activities and to act as liaison with the State Publications Librarian. This individual shall be responsible for receiving, selecting, organizing and maintaining the publications collection, and for assisting other staff members to provide public service by using these materials effectively.

Space Recommendations

Space for depository operations and materials should be of the same general quality as other areas of the library. Collections may be housed separately or integrated with the general collection.

Organization of the Depository Collection

Each depository library should select a method of bibliographical access that will provide for greater usage and will help patrons and staff in locating materials easily.

Microforms for Depository Publications

Depository libraries may substitute microforms for any materials, provided the microforms are indexed. Under these circumstances, microform reading equipment should be available for public use.

Maintenance of the Depository Collection

Depository libraries are encouraged to retain publications received through the depository system, and are expected to maintain the collection in good physical condition. Depository libraries with active binding programs are encouraged to give consideration to binding state publications whenever appropriate.

Suggested guidelines:

1. Keep latest edition/issue
2. Discard items when revised or outdated
    a. Handbooks
    b. Directories
    c. Drafts or proposals
3. Keep current year plus previous year of newsletters
4. Discard pages that are replaced in loose-leaf materials

Depository Shipping Lists

The depository shipping list cites publications received by the State Library for the period covered. Upon receipt of shipment, the items enclosed should be checked against the shipping list, and the shipping list identification number should be checked to guarantee that all previous shipments have been received. Since the shipping list will include titles not automatically distributed to all libraries, depositories may wish to review the shipping list to identify other titles of potential use in their collection. When provided the price will be included on the shipping list. Acquisition information is also supplied.

Limited Distribution Items

Agencies may supply a limited number of copies of a publication for the depository program. Distribution of these copies will be determined by state publications staff.

Claims and Adjustments

A form (Appendix E) can be copied by depository libraries for claiming items missing from the shipping list or not received. Claims for depository materials should be sent **within 6 weeks** as supplies of most publications are limited. Limited copies of publications marked with an asterisk * on the shipping list should not be claimed from the State Library but directly from the issuing agency.

Correspondence

Correspondence, claims, changes and other requests should be directed to:

State Publications Librarian
Utah State Library Division
2150 South 300 West, Suite 16
Salt Lake City, UT 84115

Depository Inspections

Visits by the State Publications Librarian to depository libraries will be made in order to become familiar with the operations and needs of the depository libraries. The purposes of the on-site visits will be to consult with and advise the depository library on efficient and effective methods of operation in fulfilling their responsibilities of making state publications accessible to their patrons.

The criteria for evaluating the depository libraries are based on the rules, regulations and guidelines for the program.

Termination may occur if a depository library fails to meet general responsibilities and procedures.

Appendix A

TITLE 9. COMMUNITY AND ECONOMIC DEVELOPMENT

CHAPTER 1. GENERAL POLICIES AND ADMINISTRATION

Part 2. Department of Community and Economic Development

9-1-201. Department of Community and Economic Development -- Creation -- Powers and duties.

(1) There is created the Department of Community and Economic Development.

(2) The department shall:

(a) be responsible for community and economic development within the state;

(b) perform economic development planning for the state;

(c) coordinate the program plans of the various divisions within the department;

(d) administer and coordinate all state or federal grant programs which are, or become, available for community and economic development;

(e) administer any other programs over which the department is given administrative supervision by the governor;

(f) annually submit a report to the governor and the legislature; and

(g) perform any other duties as provided by the Legislature.

(3) The department may solicit and accept contributions of moneys, services, and facilities from any other sources, public or private, but may not use these funds for publicizing the exclusive interest of the donor.

(4) Moneys received pursuant to Subsection (3) shall be deposited in the General Fund as restricted revenues of the department.

1992

9-1-202. Cooperation with other agencies and organizations.

In carrying out the provisions and purposes of this title, the department shall cooperate with, and make use of, the facilities and services of existing private or public agencies, corporations, persons, companies, or organizations to the fullest extent possible, and all state agencies, bureaus, or departments within their capabilities shall render full and complete cooperation to the department.

1992

9-1-203. Compliance with Administrative Procedures Act.

The department and all of its divisions, boards, offices, bureaus, commissions, and other entities shall comply with the procedures and requirements of Chapter 46b, Title 63, Administrative Procedures Act, in their adjudicative proceedings.

1992

9-1-204. Executive director of department -- Appointment -- Removal -- Compensation.

(1) The department shall be administered, directed, controlled, organized, and managed by an executive director appointed by the governor with the advice and consent of the Senate.

(2) The executive director shall serve at the pleasure of the governor and is subject to removal by the governor with or without cause.

(3) The salary of the executive director shall be established by the governor within the salary range fixed by the Legislature in Chapter 22, Title 67, State Office Compensation.

1992

9-1-205. Powers and duties of executive director.

(1) The executive director, with the approval of the governor, may:

(a) accept for and on behalf of, and bind the state to, any federal program in which the state is invited, permitted, or authorized to participate in the distribution, disbursement, or administration of any fund or service, advanced, offered, or contributed, in whole or in part, by the federal government for purposes consistent with the powers and duties of the department;

(b) enter into lawful contracts or agreements with other states, any chamber of commerce organization, and any service club; and

(c) annually prepare and submit to the governor a budget of the department's financial requirements.

(2) If any federal program requires the expenditure of state funds as a condition to participation by the state in any fund, property, or service, with the governor's approval, the executive director shall expend whatever funds are necessary out of the money provided by the Legislature for the use of the department.

1992

9-1-206. Division directors -- Organization of department -- Jurisdiction of executive director.

(1) The chief administrative officer of each division within the department shall be a director appointed by the executive director.

(a) Each division director shall serve at the pleasure of the executive director and may be removed by the executive director after consultation with the board.

(b) Each director shall receive compensation as provided in Chapter 19, Title 67, Utah State Personnel Management Act.

(2) Unless otherwise expressly provided by statute, the executive director may organize the department in any fashion he considers appropriate, including the appointment of deputy directors of the department to act as division directors or as supervisors over two or more divisions.

(3) The executive director shall have administrative jurisdiction over each division director for the purpose of implementing the policy promulgated by the policy-making board of each division. The executive director may make consolidations of personnel and service functions in the respective divisions to effectuate efficiency and economy within the department.

CHAPTER 7. LIBRARY DEVELOPMENT

Part 1. General Provisions

9-7-101. Definitions.

As used in this chapter:

(1) "Division" means the State Library Division.

(2) "Political subdivision" means any county, city, town, school district, public transit district, redevelopment agency, or special improvement or taxing district.

(3) "State agency" means the state, any office, department, agency, authority, commission, board, institution, hospital, college, university, or other instrumentality of the state.

(4) (a) "State publication" means any book, compilation, directory, document, contract or grant report, hearing memorandum, journal, law, legislative bill, magazine, map, monograph, order, ordinance, pamphlet, periodical, proceeding, public memorandum, resolution, register, rule, report, statute, audiovisual material, micrographic form and tape or disc recording regardless of format or method of reproduction, issued or published by any state agency or political subdivision for distribution.

(b) "State Publication" does not include any correspondence, internal confidential publications, office memoranda, university press publications, or publications of the state historical society.

1992

Part 2. Division of State Library

9-7-201. State Library Division -- Creation -- Purpose.

(1) There is created within the department the State Library Division under the administration and general supervision of the executive director or the designee of the executive director.

(2) The division shall be under the policy direction of the board.

(3) The division shall function as the library authority for the state and is responsible for general library services, extension services, the preservation, distribution and exchange of state publications, legislative reference, and other services considered proper for a state library.

1992

9-7-202. Appointment of director.

(1) The chief administrative officer of the division shall be a director appointed by the executive director with the concurrence of the board.

(2) The director shall have a degree from an institution approved by the American Library Association in library science and shall have demonstrated administrative ability.

1992

9-7-203. Division duties.

The division shall:

(1) establish, operate, and maintain a state publications collection, a bibliographic control system, and depositories as provided in this part;

(2) cooperate with other state or national libraries or library agencies;

(3) cooperate with the federal government or agencies in accepting federal aid whether in the form of funds or otherwise;

(4) receive bequests, gifts, and endowments of money and deposit the funds with the state treasurer to be placed in the State Library Donation Expendable Trust Fund, which funds shall be held for the purpose, if any, specifically directed by the donor; and

(5) receive bequests, gifts, and endowments of property to be held, used, or disposed of, as directed by the donor, with the approval of the Division of Finance.

1992

9-7-204. Board members -- Meetings -- Expenses.

(1) There is created within the department the State Library Board.

(2) (a) The board shall consist of nine members appointed to six-year terms of office by the governor with the advice and consent of the Senate.

(b) One member shall be appointed on recommendation from each of the following agencies:

(i) the State Office of Education;

(ii) the Board of Control of the State Law Library;

(iii) the Office of Legislative Research and General Counsel; and

(iv) the Utah System of Higher Education.

(c) Of the five remaining members at least two shall be appointed from rural areas.

(3) The members may not serve more than two full consecutive terms.

(4) Any vacancy that occurs on the board shall be filled for the unexpired term by appointment of the governor with advice and consent of the Senate and in the same manner as originally appointed.

(5) Five members of the board constitutes a quorum for conducting board business.

(6) The governor shall select one of the board members as chairman who shall serve for a period of two years.

(7) The director of the State Library Division shall be executive officer of the board.

(8) Each member shall serve without pay but each member may receive all actual and necessary expenses incurred in carrying out their official duties, as established by the Division of Finance and payable from state library funds.

9-7-205. Board duties.

(1) The board shall:

(a) promote, develop, and organize a state library and make provisions for its housing;

(b) promote and develop library services throughout the state in cooperation with any and all other state or municipal libraries, schools, or other agencies wherever practical;

(c) promote the establishment of district, regional, or multicounty libraries as conditions within particular areas of the state may require;

(d) supervise the books and materials of the state library and require careful and complete records of the condition and affairs of the state library to be kept;

(e) establish policies for the administration of the division and for the control, distribution, and lending of books and materials to those libraries, institutions, groups, or individuals entitled to them under this chapter;

(f) serve as the agency of the state for the administration of any state or federal funds which may be appropriated to further library development within the state;

(g) aid and provide general advisory assistance in the development of statewide school library service and encourage contractual and cooperative relations between school and public libraries;

(h) give assistance, advice, and counsel to all tax-supported libraries of any type within the state and to all communities or persons proposing to establish them and conduct courses and institutes on the approved methods of operation, selection of books, or other activities necessary to the proper administration of a library;

(i) furnish or contract for the furnishing of library or information service to state officials, state departments, or any groups that in the opinion of the director warrant the furnishing of those services, particularly through the facilities of traveling libraries to those parts of the state otherwise inadequately supplied by libraries;

(j) where sufficient need exists and if the director considers it advisable, establish and maintain special departments in the state library to provide services for the blind and physically handicapped, and professional, occupational, and other groups;

(k) administer a depository library program by collecting state publications, and providing a bibliographic information system;

(l) require that information and statistics necessary to the work of the state library be collected, and that findings and reports be published;

(m) make any report concerning the activities of the state library to the governor as he may require; and

(n) develop standards for public libraries.

(2) The director shall, under the policy direction of the board, carry out the responsibilities under Subsection (1).

1992

9-7-206. State Library Donation Expendable Trust Fund -- Deposits and fees.

(1) There is created a trust and agency fund entitled the State Library Donation Expendable Trust Fund to receive bequests, gifts, and endowments of money.

(2) Any interest or proceeds realized from the use or disposition of property received by the division or interest on the trust and agency fund itself shall be deposited in the State Library Donation Expendable Trust Fund and used by the State Library Division for the purposes specified by the donor.

(3) All fees paid to the library and collections made due to damaged books or through sale or exchange of books and other materials shall be deposited in the General Fund as dedicated credits for use by the State Library Division.

1992

9-7-207. Deposit of state publications.

(1) (a) Each state agency shall deposit with the division copies of each state publication issued by the state agency in the numbers specified by the state librarian.

(b) The division shall forward two copies of each state publication deposited with it by a state agency to the Library of Congress, one copy to the state archivist, at least one copy to each depository library, and retain two copies.

(2) (a) Each political subdivision shall deposit with the division two copies of each state publication issued by it.

(b) The division shall forward one copy of each state publication deposited with it by a political subdivision to the state archivist and retain the other copy.

(3) Each state agency shall deposit with the division two copies of audiovisual materials and tape or disc recordings issued by it for bibliographic listing and retention in the state library collection.

(4) Materials the division considers not to be of major public interest will be listed, but no copies will be required for deposit.

1992

9-7-208. List of state publications.

The division shall publish a list of each state agency's state publications. The list shall provide access by agency, author, title, subject, and such other means as the division provides. The list shall be published periodically and distributed to depository libraries, state agencies, state officers, members of the Legislature, and other libraries selected by the division with at least an annual cumulation. Each state agency shall furnish the division and the state archivist with a complete list of its state publications for the previous fiscal year.

1992

9-7-209. Depository libraries -- Complete or selective.

(1) Upon application, a library in this state may be designated as a complete or selective depository library by the division.

(2) To be designated as a depository library, a library shall contract with the division to provide adequate facilities for the storage and use of state publications, to render reasonable service without charge to patrons, and to provide reasonable access to state publications.

(3) A complete depository library shall receive at least one copy of all state publications issued by state agencies.

(4) A selective depository library shall receive those state publications issued by state agencies pertinent to its selection profile and those specifically requested by the library.

1992

9-7-210. Micrographics and other copying and transmission techniques.

The division may use micrographics or other copying or transmission techniques to meet the needs of the depository system.

1992

9-7-211. Local libraries -- Annual reports.

All municipal, city, county, and public school libraries shall submit an annual report to the director of the division on the condition and affairs of each library as required by the State Library Board.

1992

9-7-212. Contracts with nonpublic libraries.

The director of the division, subject to the direction and approval of the State Library Board, may contract with nonpublic libraries to receive their library services and to otherwise coordinate the state library program with those libraries.

1992

9-7-213. Rulemaking.

The division may make rules in accordance with Chapter 46a, Title 63, Utah Administrative Rulemaking Act, necessary to implement and administer the provisions of this chapter including:

(1) standards which must be met by libraries to obtain and retain a designation as a depository library;

(2) the method by which grants are made to individual libraries, but not including appropriations made directly to any other agency or institution; and

(3) standards for the certification of public librarians.

1992

9-7-214. Intentionally defacing, injuring, destroying or refusing to return property -- Misdemeanor.

Whoever intentionally defaces, injures, or refuses to return on demand, or destroys any property belonging to the state library or loaned through its coordinating agencies or facilities, shall be guilty of a misdemeanor.

1992

Appendix B

DEPOSITORY LIBRARIES

CEDAR CITY, UTAH
Southern Utah University
Library
Cedar City, UT 84720
586-7945

LOGAN, UTAH
Utah State University
Merrill Library
Special Collection Dept.
Logan, UT 84322-3000
750-2661

OGDEN, UTAH
Weber County Library
2464 Jefferson Avenue
Ogden, UT 84408-2901
627-6920

Weber State University
Stewart Library
3750 Harrison Blvd.
Ogden, UT 84408-2901
626-7187

PRICE, UTAH
College of Eastern Utah
451 East 400 North
Price, UT 84501
637-2120
(after 5:00 637-9950)

PROVO, UTAH
Brigham Young University
Harold B. Lee Library
Provo, UT 84602
378-6179

Brigham Young University
Law Library
Provo, UT 84602
378-3297

Provo City Library
425 West Center
Provo, UT 84601-4337
379-6661

SALT LAKE CITY, UTAH
Division of State History
300 Rio Grande
Salt Lake City, UT 84101
533-5808

Salt Lake City Public
209 East 5th South
Salt Lake City, UT 84111
524-8200

Salt Lake County Library
2197 East 7000 South
Salt Lake City, UT 84121
943-4636

*State Archives & Records
Archives Bldg. Capitol Hill
Salt Lake City, UT 84114
538-3012

State Library Division
2150 So. 300 West, Suite 16
Salt Lake City, UT 84115
466-5888
Watts 1-800-662-9150

University of Utah
Law Library
Salt Lake City, UT 84112
581-6438

University of Utah
Marriott Library
Salt Lake City, UT 84112
581-8863

Utah State Law Library
125 State Capitol Bldg.
Salt Lake City, UT 84114
538-1045

WASHINGTON, D.C.
*Library of Congress
10 First Street SE
Washington, D.C. 20540

*Special status, Non-loaning library

Appendix C

DEPOSITORY LIBRARY APPLICATION FORM

A. Institution requesting depository status:

_____

_____

_____

B. Person(s) responsible for collection:

_____

_____

C. What are the present service hours of your library?

D. How will the depository publications collection be housed?

____ Integrated into the general collection

____ Separate collection

E. Is a photocopy machine or service available in the library or nearby?

____ Yes

____ No

F. Are microfiche readers available for public use?

____ Yes

____ No

G. Are facilities available for making photocopies from microfiche?

____ Yes

____ No

_____ _____

Library Director **Date**

Appendix D

DEPOSITORY LIBRARY CONTRACT

This contract is between the Utah State Department of Community & Economic Development, State Library Division, and

(Library name)_____

(Full address)_____

_____

It is effective from (date)_____ to (date)_____.

The purpose of this contract is to promote public access of state publications in accordance with the Utah Code Annotated, Title 9, Chapter 7.

GENERAL PROVISIONS

The State Library will:

a) Identify, obtain and distribute copies of state publications to the depository library.

b) Provide classification, cataloging and indexing information for state publications and provide an index to state publications.

c) Retain two copies of each publication for interlibrary loan and reference purposes.

The Depository Library will:

a) Provide for the housing, organization, access and maintenance of the materials received.

b) Provide staff support to assist the public in using these publications.

SIGNED

DEPOSITORY LIBRARY

_____

Director

STATE OF UTAH DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

_____

Director, State Library Division

Appendix E

CLAIM FORM FOR DEPOSITORY PUBLICATIONS

Claim for depository publications should be submitted **within 6 weeks** as supplies may be limited.

Mail to:

State Publications Librarian
Utah State Library
2150 South 300 West, Suite 16
Salt Lake City, UT 84115

****

The following publications on Shipping List #_____,

dated_____were not received.

Agency	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Librarian_____

Library_____

Date_____

COMMENTS:

Appendix F

DEPOSITORY INSPECTION EVALUATION FORM

_____ Administration

_____ Organization

_____ Maintenance

_____ Personnel

_____ Physical Facilities

_____ Service to general public

_____ Cooperation with State Publications Librarian

****

E - Excellent

S - Satisfactory

U - Unsatisfactory

****

Appendix G

INSPECTION CRITERIA

1. **Administration**

   a. Copy of depository contract

2. **Organization**

   a. Shipments checked against shipping list
   b. Claims made within 6 weeks
   c. Publications processed and available for use as soon as possible

3. **Maintenance**

   a. Weeding of depository material follows library guidelines
   b. Publications arranged in an orderly and systematic method to provide access

4. **Personnel**

   a. Responsibility for administering state publications collection assigned to a designated liaison

5. **Physical Facilities**

   a. Shelves, files, and cabinets provided for depository collection
   b. Tables or desks available for public use of depository publications

6. **Service to General Public**

   a. Publications accessible to patrons
   b. Interlibrary loan cooperation

7. **Cooperation with State Publications Librarian**

   a. Responds to correspondence about collection surveys, questionnaires, etc
   b. Prepares for inspection visits

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